

Personnel and Insurance Committee Minutes
December 2, 2015 - 3:00p.m.

Present: Chairman Daly; Supervisors Grattidge, Johnson, Lucia, Wright, and Sausville; Chad Cooke, Deputy Administrator; Spencer Hellwig, Administrator; Robert Hartman, Safety Officer; Steve Dorsey, County Attorney; Karen Heggen, District Attorney; Brian O'Connor, Auditor; Diane Brown, Stephanie Monaco, Marcy McNamara, Personnel; George Martin, Andrew Jarosh, Treasurer; Pat Malleolo, Marshall & Sterling.

Chairman Daly called the meeting to order and welcomed all in attendance.

On a motion made by Mr. Lucia, seconded by Mr. Sausville the minutes of the November 9, 2015 meeting were approved unanimously.

Mrs. McNamara gave a brief overview of the monthly Self Insurance Report stating that the new cases for the month were 18, and compared to 2014 cases are up by 4; year to date cases are down by 8. The November expenses are up by \$244,000, and year to date expenses are up by \$558,000.

Mr. Malleolo gave a brief overview of the Health e(fx) stating that they are a software vendor that will take all of the data from the payroll system and benefits system and put them together, tracking the eligibility of all employees and identifying who should be off the coverage, and if it is affordable for employees. The system will provide the forms each year that will need to be provided to every employee (1095C) and will also provide the ability to report to the IRS in January as required. He said the biggest strength with this vendor is their support in setting up the program, as the amount of work that needs to be done internally to get all the data in the system correctly and able to be tracked correctly is monumental.

A motion was made by Mr. Johnson, seconded by Mr. Lucia to approve a contract with Heath e(fx) to provide software for complete tracking, fully automated compliance, and audit and benefits management under the ACA for the employer and its third party support team at a cost not to exceed \$23,700 for 2016 and \$14,500 for 2017. Unanimous.

Ms. Daly requested approval amending a resolution for the time that is recorded into the retirement system. She said there are three supervisors and three new employees that have to be recorded into the system, which include the Sewer District Executive Director; Animal Shelter Director; and Assistant District Attorney.

A motion was made by Mr. Grattidge, seconded by Mr. Johnson to approve an amendment to the Standard Workday Resolution regarding recorded time into the retirement system. Unanimous.

A copy of changes made to the Saratoga County Sexual Harassment Policy was distributed to all committee members for their review. Mrs. McNamara gave a brief outline of the recommended revisions.

A motion was made by Mr. Grattidge, seconded by Mr. Wright to approve the proposed revisions to the Sexual Harassment Policy. Unanimous.

Mrs. McNamara gave a brief outline to the committee of the revision made to the Resignation/Retirement Process and Procedure Policy.

A motion was made by Mr. Wright, seconded by Mr. Sausville to approve the revision made to the Resignation/Retirement Process and Procedures Policy. Unanimous.

Ms. Daly requested approval of a resolution funding the positions that are identified in the compensation schedule as it has been included in the 2016 tentative budget.

A motion was made by Mr. Johnson, seconded by Mr. Lucia to approve the compensation schedule for temporary and part-time employees. Unanimous.

A motion was made by Mr. Wright, seconded by Mr. Johnson to approve the compensation schedule for employees not covered by the collective bargaining agreement. Unanimous.

Ms. Daly requested a resolution to approve a local law for the cost of living increases for elected and appointed officials and setting a date and time for a public hearing.

A motion was made by Mr. Johnson, seconded by Mr. Sausville to approve the introduction of a Local Law for the cost of living increases for elected and appointed officials and setting January 13, 2016 at 4:25p.m. as the date and time of the Public Hearing. Unanimous.

District Attorney Heggen requested approval to change the title of Senior Assistant District Attorney to Bureau Chief. She said traditionally throughout NY State people who hold this type of supervisory position in District Attorney's offices are referred to as Bureau Chiefs.

A motion was made by Mr. Johnson, seconded by Mr. Sausville to adopt the 2016 Saratoga County Compensation Schedule providing for the abolishment and creation of certain positions that were identified and previously approved and requesting a title change from Senior Assistant District Attorney to Bureau Chief in the District Attorney's office. Unanimous

A copy of the Vacancy Review schedule was distributed to all committee members.

Ms. Daly said the Vacancy Review Committee will be meeting on December 9, 2015 at 3:15p.m.

Ms. Daly thanked the committee for their support throughout the past year.

On a motion made by Mr. Wright, seconded by Mr. Sausville the meeting was adjourned unanimously.

Respectfully submitted,
Chris Sansom